



Success Series
WEBINARS

Third Thursdays
1:00 pm



RESOURCES

Check the State Civil Service YouTube Channel for this webinar or any of the shows you might have missed at:
<https://goo.gl/Yc1PdK>

For handouts from all the Success Series Webinars, visit:
<https://bit.ly/2Kbn6Qa>

2019

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*Are you lonely?
Hate having to make decisions?
Rather talk about things than actually do them?*

Then why not...
HOLD A MEETING!

- You can:*
- Visit people.
 - Play Candy Crush.
 - Get a nap.
 - Eat donuts.
 - Avoid decisions.
 - Feel important.
 - And all in work time!



MEETINGS

The Practical Alternative to Work

The U.S. Bureau of Labor Statistics estimates that U.S. businesses lose \$37 billion in unnecessary meetings every year.

EFFECTIVE MEETINGS CHECKLIST

BEFORE

- Clarify purpose.
- Decide if it really is a meeting.
- Determine invitees.
- Create an agenda.
- Schedule the meeting, room, and technology.
- Send out the agenda and background information.
- Confirm attendees.
- Gather additional supplies and materials.
- Determine roles.
- Arrive early to set room and test equipment.

DURING

- Start on time.
- Set ground rules.
- Facilitate introductions.
- Review agenda.
- Encourage participation.
- Keep discussion on track.
- Monitor and address any issues that arise.
- Summarize action plans.
- Collect future agenda items.
- Set next meeting date.

AFTER

- Send out minutes and/or action items.
- Evaluate meeting effectiveness.
- Archive documents.
- Follow up on action items.
- Prepare for next meeting.

ATTENDEE CHECKLIST

- Determine if you're the person who needs to attend.
- Review agenda, meetings materials, attendees, and other relevant information.

- Arrive on time.
- Participate in discussions.
- Request a summary if one is not given.
- Perform all assigned action items.

NOTES:

Coming April 18, 2019

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